

BTA Transition Tasks and Risks
October 2002 / Version 2.2

Function	Activity	Description	Transition To	Transition Logistics
BTA	Coordinate and support the AWG	<ul style="list-style-type: none"> Cross channel awareness to socialize information on architecture changes that affect business functions 	<p>Denise Hill (L), assist and coordinate the AWG meetings</p> <p>Sandy England, work with Denise to identify changes to the ITA environment that would be of interest to the group</p> <p>CIO Liaisons to the Business Channels, work between the FSA CIO and the business leads in identifying technical issues in their channels</p> <p>Pam, work with Denise to prepare the agenda, reserve the conference room,</p> <p>Wanda, confirm the AWG members attendance and send out meeting reminder email notices, copy the meeting materials, record the monthly meeting minutes, send out the meeting minutes once approved by Denise</p>	<p>Monday, 10/28 2:00-3:30 Room 404</p> <p>Complete</p>
BTA	Coordinate and support the ASG	<ul style="list-style-type: none"> Review business cases Research emerging technologies Research and form policy recommendations 	<p><u>Business Case Review:</u></p> <p>Denise Hill (L) – technical architecture</p> <p>Dave Elliott (L)- technical standards</p> <p>Andy Boots (L) – security</p> <p><u>Emerging Technologies:</u></p> <p>Dave Elliott (L), research emerging technologies, reach out to other agencies to find out what they are looking at or are using,</p> <p>CIO Liaisons to the Business Channels – determine if the product is a good fit within the organization and create ideas for use and application.</p> <p><u>Policy Recommendations:</u></p> <p>Denise Hill (L), Dave Elliott, ad hoc committee members; coordinate and facilitate the research and preparation of the white paper, present recommendations to the AWG members.</p>	<p>Monday 10/28 3:30 - 4:00 Room 404</p> <p>Complete</p>

BTA	Maintain the FSA Technology Policies, Standards & Products Guide	<ul style="list-style-type: none"> Collect technical & policy changes and update document <p>Quarterly updates: -12/02 -3/03 -6/03 -9/03</p>	<p>Dave Elliott (L), the point of contact for collecting changes to the FSA technical and policies environment, use Big Ed, Infrastructure, ITA and ASG as sources.</p> <p>Sandy England, provide updates from the ITA Monet; update the document with changes, review the document for accuracy and syntax with Dave, submit completed document to the content management group for FSA net publication, convert the document to HTML and send to the Content Management team for publication.</p>	<p>Tuesday 10/29 10:00 – 11:00- Room 404</p> <p>Complete</p>
BTA	Maintain FSA Technology Infrastructure Blueprint	<ul style="list-style-type: none"> Survey FSA production systems on technology, system interfaces and POCs Update MS Word & HTML documents with changes <p>Quarterly updates: -1/03 -4/03 -7/03 -10/03</p>	<p>Dave Elliott (L), the point of contact for ensuring project information is fresh and accurate.</p> <p>Cherie, responsible for preparing the TIB templates, sending them to the application owners, and following-up with late returns and completeness of information; reviewing the updated document with the lead, facilitating the had off of the document to be converted into HTML.</p> <p>Monet, responsible for the technical conversion of the TIB document to HTML, review the updates with the lead, coordinate the publication of the HTML with the content management group, test the links to ensure they have not been broken and point to the correct content.</p>	<p>Tuesday 10/29 11:00 – 12:00- Room 404</p> <p>Complete</p>
EA	Enterprise Architecture Data Collection	<p>Collect data on FSA enterprise objects & processes:</p> <ul style="list-style-type: none"> Interviewing SMEs Conduct workgroups Harvest existing FSA documentation Documenting the findings 	<p>Denise Hill (L), CIO Liaisons to the Business Channels; Vince, Hung</p>	<p>Tuesday 10/29 1:00 – 2:30 Room 404</p> <p>Rescheduled for 10/30 10:30 – 11:30- canceled</p>

EA	Enterprise Architecture Data Population	Within the Enterprise Architecture Management tool: <ul style="list-style-type: none"> • Data entry • Creating FSA enterprise object definitions • Modeling relationships & processes 	Denise Hill (L), Vince, Hung	Tuesday 10/29 1:00 – 2:30 Room 404 Rescheduled for 10/30 10:30 – 11:30- canceled, rescheduled for 2:30 –3:30
EA	Enterprise Architecture Data Validation	Validate data collected & populated: <ul style="list-style-type: none"> • Generate reports • Interview SMEs • Facilitate working groups 	Denise Hill (L), Kathryn Pirnia, CIO Liaisons to the Business Channels	Tuesday 10/29 1:00 – 2:30 Room 404 Rescheduled for 10/30 10:30 – 11:30 – canceled - rescheduled for 2:30 –3:30
EA	Framework Extension	Extend the framework for rows 3-5 within Popkin System Architect	Jim Greene	Tuesday 10/29 2:30 – 3:00 Room 404 Rescheduled for 10/30 10:30 – 11:30 – canceled - rescheduled for 2:30 –3:30
BTA/ EA	Available for questions		All	Wednesday 10/30